

Instructions for Form C-102B

**CERTIFICATE OF AMENDMENT BY THE MEMBERS OR TRUSTEES
NON-PROFIT CORPORATIONS
(Title15A)**

STATUTORY FEE: **\$75**

The MANDATORY fields are:

Field # 1 -- Business Name

List the name as it appears on the records of the Treasurer.

Field # 2 -- Number

List the ten-digit ID as it appears on the records of the Treasurer.

Field # 3 -- Amendment

List the article from the original certificate of incorporation that is being amended along with the text of the amendment, including a name change if applicable. If you are changing the corporate name, then name availability provisions apply. **

**The name must be distinguishable from other names on the State's database. Division of Revenue will check the proposed name for availability as part of the filing review process. If desired, you can reserve/register a name prior to submitting your filing by obtaining a reservation/registration. For information on name availability, reservation/registration services and fees, call (609) 292-9292 Monday-Friday, 8:30 a.m. - 4:30 p.m.

Field #'s 4-- Voting

Indicate whether or not the corporation has members. If there are members, indicate the number of members entitled to vote, and the number of votes cast for and against; OR that the members gave unanimous written consent without a meeting. If there are no members, indicate either: the number of trustees voting for or against along with the number of trustees present at the meeting; OR that the trustees gave unanimous written consent without a meeting.

EXECUTION (DATE/SIGNATURE)

Have the chairman, president or vice-president sign. Also, list the date of execution (signature).

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This document should be filed in triplicate.

Make checks payable to: TREASURER, STATE of NEW JERSERY. (No cash, please)

Mail to: NJ Division of Revenue, PO Box 308, Trenton, NJ 08625